



Filing a Return as a CNG Vendor Uploading a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and/or pay taxes.

- ▶ File or Amend Return/Payment ¹
- ► Upload Additional Documentation 19

Select an account function to perform.

- ► Add/Edit User Accounts ①
- Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ▶ View Deleted Electronic Payments ①

Log out

Main Menu ➤ File and/or pay taxes. File or Amend Return/Payment ► Upload Additional Documentation • Upload Additional Documentation • Outpload Additional Document

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

File a Return For:

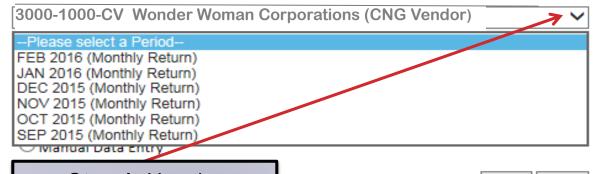
🔾 Amend a Return For: 🐧

OEdit a Saved Return:

Select the Data Entry Method:

Log out

Step 2: Choose from Filing Options to file, amend, or edit returns



Step 1: Use the dropdown boxes to display license numbers and returns



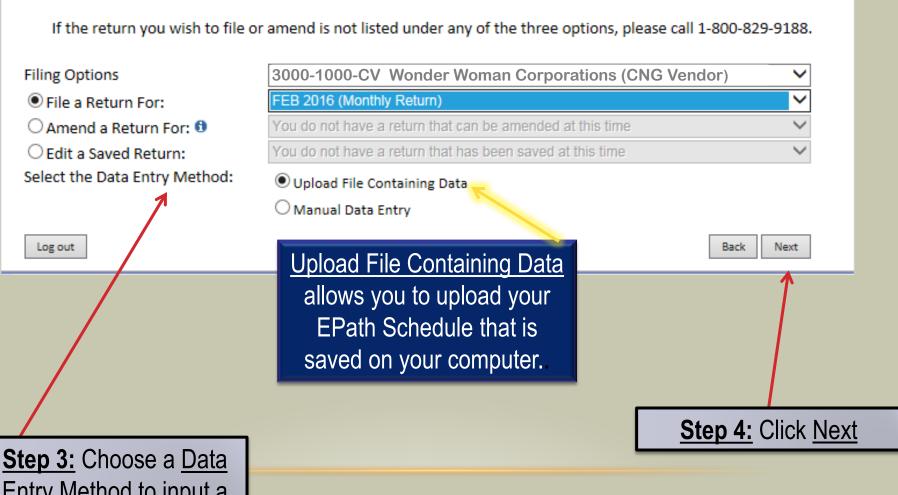
Back

Next

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)



Example: Upload a File Containing Data

Data File Definition ➤ Filing FEB 2016 Return For 3000-1000-CV Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. Refers to the lines that contain File Definition> Skip the first | 7 lines of the file column headings. If the EPath File Layout Schedule of Receipts and File Upload Fixed Length: File Preview Disbursements Template is used File contains no line feeds View Return no changes are needed Verify Info Delimited File: Other: Field Delimiter: Comma (,) String Qualifier: Double Quote (") Other: Back Next The **Delimited File** defaults to "comma" and "Double Quote" No changes are needed Click Next

Data File Layout >

Filing FEB 2016 Return For 3000-1000-CV

Main Menu Logout

File Definition
File Layout
File Upload
File Preview

View Return Verify Info Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 🗸	Schedule Type	2	Required
2 🗸	Carrier Name	100	nequired
3 💙	Carrier FEIN	10	Required
4 💙	Mode	2	Required
5 💙	Origin State	2	Required
6 💙	Destination State	2	Required
7 💙	Sold To	100	Required
8 💙	Purchaser FEIN	10	Required
9 💙	Transaction Date	8	Required
10 🗸	Manifest Number	15	Required
11 💙	Gross Gallons	9	Required
12 🗸	Product Type	3	Required
Reset Layout	Save Layout		

Position refers to the column on the schedule that is

uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next.**

<u>Field Name</u> is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

									•			
	Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
	8	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/01/2016	12345	1500	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/02/2016	12345	2500	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/03/2016	12345	1200	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/04/2016	12345	800	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/05/2016	12345	500	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/06/2016	12345	900	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/07/2016	12345	1000	224
	8	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/08/2016	12345	1500	224
ıt <u>e</u> ng	5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/09/2016	12345	1800	224
	5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/10/2016	12345	2500	224
	5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/11/2016	12345	3500	224
	5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/12/2016	12345	1500	224
	5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/13/2016	12345	500	224
	5	A Carrier	123456789	J	SD	SD	A Purchaser	99999999	02/14/2016	12345	500	224



PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

You will only be reporting compressed natural gas sales so the product type entered will always be 224.

Depending on the type of activity conducted, below are the schedule types and modes that you will use.

When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>
8	This schedule type will be used to report transactions where the gallons were sold tax exempt to the US Government. This amount will be reported on Line 1 of the tax return.
5	This schedule type will be used to report transactions where tax was collected on CNG used for fuel taxable purposes. This amount will be reported on Line 2 of the tax return.

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Main Menu Logout

File Definition File Layout File Upload>

View Return Verify Info

File Preview

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Add File

Step 2: After you choose the file you wish to upload click Add File

Step 1: Click Browse

Filing FEB 2016 Return For 3000-1000-CV

Next

Back

Browse

Data File Upload >

Use the 'Browse' button to locate the file from your computer that you want to upload then click

Main Menu Logout

File Definition

File Layout

File Upload>

File Preview

CNG Vendor

CNG Summary

Verify Info

the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Add File File Number **Upload Date** File Name File Size Delete H\Excel\CV Schedule.csv Delete 6/20/2016 3:28:27 PM 1498 Back Next

Please Note: The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

Step 3: Click Next

Browse...

December 2017| 10



File Preview

Supplier File Preview ≻

Filing FEB 2016 Return For 3000-1000-CV

Main Menu Logout

File Definition
File Layout
File Upload
File Preview
CNG Vendor
CNG Summary

Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination St	ate
'	Success	8	A Carrier	123456789	J	SD	SD	
١	Success	8	A Carrier	123456789	J	SD	SD	
١	Success	8	A Carrier	123456789	J	SD	SD	
١	Success	В	A Carrier	123456789	J	SD	SD	
١	Success	В	A Carrier	123456789	J	SD	SD	
	Success	В	A Carrier	123456789	J	SD	SD	
J	Success	8	A Carrier	123456789	J	SD	SD	
	Success	8	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
\	Success	5	A Carrier	123456789	J	SD	SD	
\								1

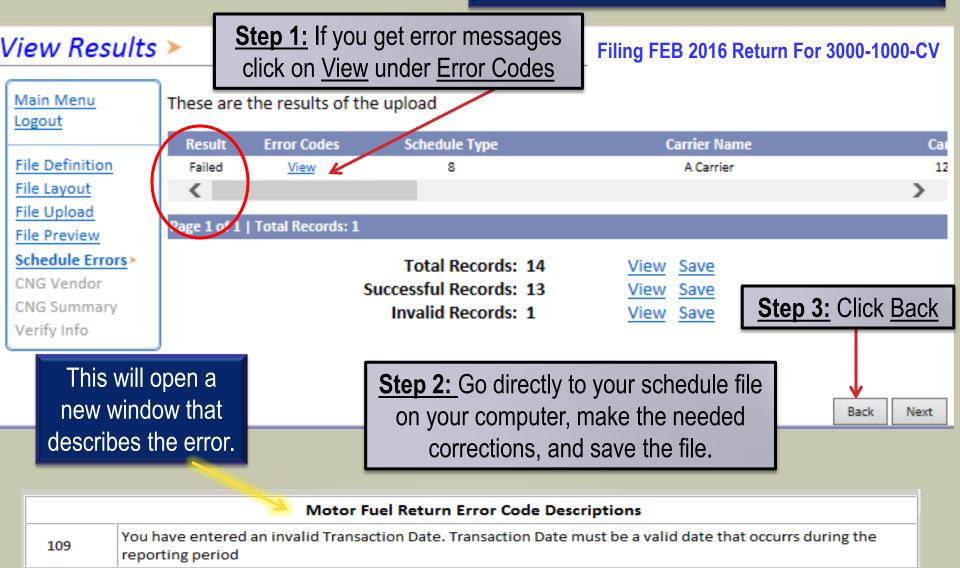
Click Next

Next

Back

Example: Failed Download

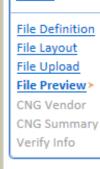
If you did not get error messages click Next and skip the next slide



Example: Failed Download Continued...

Supplier File Preview >

Filing FEB 2016 Return For 3000-1000-CV



Main Menu

Logout

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Schedule Type Carrier Name **Origin State** Carrier FEIN **Destination State** Mode A Carrier 123456789 SD SD Success A Carrier 123456789 SD Success

123456789 Success A Carrier SD SD 123456789 SD SD A Carrier Success Success A Carrier 123456789 SD SD SD A Carrier 123456789 SD Success A Carrier 123456789 SD A Carrier 123456789 SD SD Success A Carrier 123456789 SD SD Success Success A Carrier 123456789 SD SD

Browse...

Back

File Size

1136

Next

File Preview Page

Step 4: Click

Back on the

Data File Upload >

File Layout

File Upload>

File Preview

View Return

Verify Info

Filing FEB 2016 Return For 3000-1000-CV

Use the 'Browse' button to locate the file from your computer that you want to upload then click Main Menu the 'Add File' button. If your data is contained in multiple files you may upload each file. When Logout finished click the 'Next' button to preview the contents of the file. File Definition

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Add File File Number **Upload Date** File Name Delete Delete 6/14/2016 5:01:07 PM H\Excel\IX Schedule.csv

Step 5: Click Delete and upload the corrected file

To Upload New File

- Click Browse
- **Upload Correct** File
- Click Add File
- Click Next



Next

Main Menu Logout

Data Entry CNG Vendor>

CNG Summary Payment Method Make Payment Verify Info

Compressed Natural Gas (CNG) Vendor Tax Return

SALES SUMMARY

- Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform Schedule of Disbursements Type 8)
- Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5)
- Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2)

TAX CALCULATION AND REMITTANCE

- Fuel Taxable Gallons (Record Amount from Line 2 here)
- 5. Fuel Tax Rate
- 6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5)
- 7. Interest
- 8. Penalty(If filing after the due date)
- 10. Total Remittance (Add Lines 6, 7, and 8)

Calculate

\$661.20

Back

Next

7,500

5.800

13,300

5.800

\$0.10

\$580.00

\$23,20

\$58.00

1

TIP: Calculate entries before continuing on in the process.

Click Next

Epath-Motor Fuel \succ

Main Menu Logout

Data Entry CNG Vendor

CNG Summary>

Payment Method Make Payment

Verify Info

Compressed Natural Gas (CNG) Vendor Tax Return

Check Here to View Amendment Changes:

	_				_
SAL	1000	CHI			III N
200		-	non n	7,1	1.0
-/-		~~			

- 1. Gallons sold tax-exempt to U.S. government agencies for use in motor vehicles (Attach Uniform 7,500 Schedule of Disbursements Type 8)
- 2. Gallons on which South Dakota fuel tax is due (Attach Uniform Schedule of Disbursements Type 5) 5.800
- 3. Total gallons used or sold for use in motor vehicles (Add Lines 1 and 2) 13,300

TAX CALCULATION AND REMITTANCE

- 4. Fuel Taxable Gallons (Record Amount from Line 2 here) 5,800
- 5. Fuel Tax Rate \$0.10
- 6. Fuel Tax Liability for this reporting period (Multiply amount on Line 4 by tax rate on Line 5) \$580.00
- 7. Interest \$23,20
- 8. Penalty(If filing after the due date) \$58.00
- 9. Total Remittance (Add Lines 6, 7, and 8) \$661.20

View Printer Friendly Version

Back Next

Please Note: You will **NOT** be able to print your return after it is submitted. Click View Printer Friendly Version to print your return

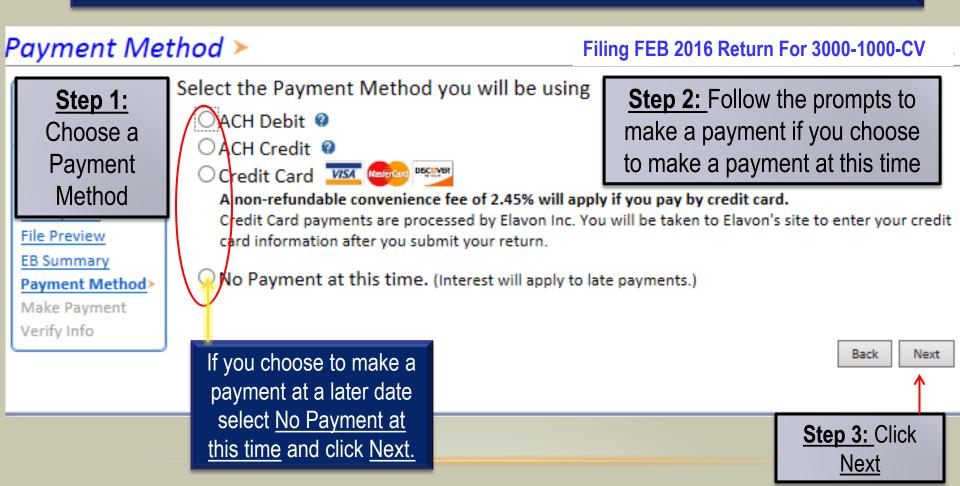
Click Next

TIP: Always remember to review your entries before continuing on in the process.



Example: Returns with Tax Due

On the <u>Payment Method</u> page you have the option to pay the tax amount due on your CNG Vendor Return. If no tax is due you will not reach this page.



Verify Information >

Main Menu Logout

Data Entry
CNG Vendor
CNG Summary
Payment Method
Make Payment

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License: 3000-1000-CV

Name: WONDER WOMAN CORPORATIONS

File Code: Required Calendar Monthly

Period: 01/2016

Return Due Date: 2/23/2016

Return Type: CV - Original



Total Tax Due: \$580.00 Interest/Penalty: \$81.20 Total Due: \$661.20 Payment Type: None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: ••••••

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

Submit

Confirmation Information >

Confirmation

Confirmation Number: 115154341694570823
Date Submitted: Jun 20, 2016 3:15 PM

Return

License: 3000-1000-CV

Period: 02/2016

Return Type: CV - Original

Return Due Date: Feb 23, 2016

Total Amount Due: \$661.20

✓ View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>